

COMPLIANCE CHECKLIST**► Newborn Nurseries**

The following Checklist is for plan review of hospital facilities, and is derived from the AIA/HHS Guidelines for Design and Construction of Hospital and Health Care Facilities, 2001 Edition (specific sections indicated below), appropriately modified to respond to DPH requirements for projects in Massachusetts which include Hospital Licensure Regulations 105 CMR 130.000 and Department Policies. Applicants must verify compliance of the plans submitted to the Department with all the requirements of the AIA/HHS Guidelines, Licensure Regulations and Department Policies when filling out this Checklist. The completed DPH Affidavit Form must be included in the plan review submission for Self-Certification or Abbreviated Review Part II.

Other jurisdictions, regulations and codes may have additional requirements which are not included in this checklist, such as:

- NFPA 101 Life Safety Code and applicable related standards contained in the appendices of the Code.
- 708 CMR, the State Building Code.
- Joint Commission on the Accreditation of Health Care Organizations.
- CDC Guidelines for Preventing the Transmission of Mycobacterium Tuberculosis in Health Care Facilities.
- Accessibility Guidelines of the Americans with Disabilities Act (ADA).
- Architectural Access Board.
- Local Authorities having jurisdiction.

Instructions:

1. The Checklist must be filled out completely with each application.
2. Each requirement line (____) of this Checklist must be filled in with one of the following codes, unless otherwise directed. If an entire Checklist section is affected by a renovation project, "E" for existing conditions may be indicated on the requirement line (____) next to the section title (e.g. E PATIENT ROOMS). If more than one space serves a given required function (e.g. patient room or exam room), two codes separated by a slash may be used (e.g. "E/X"). Clarification should be provided in that regard in the Project Narrative.

X = Requirement is met.

☒ = Check this box under selected checklist section titles or individual requirements for services that are not included in the project.

E = Functional space or area is existing and not affected by the construction project; this category does not apply if the existing space or area will serve a new or relocated service or if the facility is currently not licensed & applying for licensure.

W = Waiver requested for Guidelines, Regulation or Policy requirement that is not met (for each waiver request, complete separate waiver form & list the requirement ref. # on the affidavit).

3. Mechanical, plumbing and electrical requirements are only partially mentioned in this checklist.
4. Oxygen, vacuum & medical air outlets are identified respectively by the abbreviations "OX", "VAC" & "MA".
5. Items in *italic*, if included, refer to selected recommendations of the Appendix of the Guidelines, adopted by policy.
6. Requirements referred to as "Policies" are DPH interpretations of the AIA Guidelines or of the Regulations.

Facility Name:

.....

Facility Address:

.....

Project Reference:

.....

.....

Dates:

Initial Date:

Revision Date:

DoN Identification: (if applicable)

.....

Bed Complement:

Current Number of Bassinets =

Proposed Number of Bassinets =

Building/Floor Location:

.....

.....

ARCHITECTURAL REQUIREMENTS**MECHANICAL/PLUMBING/
ELECTRICAL REQUIREMENTS****NEWBORN NURSERIES**

- 130.618(B)/
7.4 ☐ Maternal/newborn service self-contained
☐ Located directly adjacent to postpartum unit
☐ Located convenient to obstetrical facilities
☐ Located and arranged to preclude non related traffic
☐ No nursery opens directly into another nursery
130.624(E) ☐ Sole access to each nursery is through connected
workroom (see 7.4.A7)

7.4.A GENERAL (Common Requirements)

130.624(A)	<i>Number of postpartum beds.....</i>	<input type="text"/>
+	<i>Number of LDRPs.....</i>	<input type="text"/>
+	<i>Number of well-infant nurseries.....</i>	<input type="text"/>
=	<i>Required number of bassinets.....</i>	<input type="text"/>

- ☐ Proposed number of bassinets equals
required number¹

- 7.4.A2 ☐ Observation windows for viewing infants from public
areas, workrooms & adjacent nurseries
130.624(B) ☐ All bassinets located for direct staff supervision
130.624(C) ☐ Min. 3'-0" clearance between bassinets
130.624(D) ☐ Bassinets directly adjacent to aisle
☐ Off-white interior finish
☐ Exterior windows of clear, double-pane glass
or
☐ No exterior windows

- ☐ Min. 1 handwashing station per
8 bassinets
☐ knee/foot (or elbow) controls
or
☐ electronic sensor controls on
emergency power (Policy)
☐ Staff emergency calling system
☐ Vent. min. 6 air ch./hr
☐ 1 OX, 1 VAC, 1 MA per 4
bassinets
for each two bassinets
☐ Min. 2 electrical duplex
receptacles per bassinet
☐ Emergency power/lighting
☐ Indirect lighting
☐ Humidity control
40-60%(130.624(D))

- 7.4.A4 ☐ Consult./breast feeding rm convenient to nursery
convenient access to:
☐ counter
☐ refrigerator/freezer
☐ breast pump storage

- ☐ Sink

- 7.4.A5 ☐ Space for parents to stay 24 hours

¹ If a waiver is requested for the number of bassinets in the well-infant nurseries, the information outlined below will have to be included to support the waiver request:

- (1) Proposed number of bassinets
- (2) Projected numbers of births per year for the next two fiscal years
- (3) Average length of stay for vaginal deliveries
- (4) Average length of stay for C-section deliveries
- (5) C-section rate

ARCHITECTURAL REQUIREMENTS**MECHANICAL/PLUMBING/
ELECTRICAL REQUIREMENTS**7.4.A7 WORKROOM(S)

- ☐ Each nursery served by connecting workroom
☐ Scrubbing & gowning facilities for staff & housekeeping personnel at entrance
☐ Work counter & storage for supplies
☐ Refrigerator
☐ Storage space for emergency carts & equipment
☐ out of traffic
☐ Sanitary storage & disposal of soiled waste

☐ Handwashing station

7.4.A8 INFANT EXAMINATION & TREATMENT AREAS

- ☐ check if service not included in project
☐ Work counter & storage facilities

☐ Handwashing station

7.4.A9/
A10 INFANT FORMULA FACILITIES

- | | | |
|--|-----------|--|
| Preparation room
(on-site formula prep.) | or | Formula handling area
(commercial formula) |
| <input type="checkbox"/> No direct access from
nursery room | | <input type="checkbox"/> Nursery workroom |
| <input type="checkbox"/> Cleanup facilities | or | <input type="checkbox"/> Other convenient room |
| <input type="checkbox"/> handwashing station | | <input type="checkbox"/> work counter |
| <input type="checkbox"/> bottle washing
facilities | | <input type="checkbox"/> handwashing station |
| <input type="checkbox"/> work counter | | <input type="checkbox"/> storage |
| <input type="checkbox"/> sterilizer | | <input type="checkbox"/> warming facilities |
|
 | | |
| <input type="checkbox"/> Formula prep. room | | |
| <input type="checkbox"/> warming facilities | | |
| <input type="checkbox"/> refrigerator | | |
| <input type="checkbox"/> work counter | | |
| <input type="checkbox"/> formula sterilizer | | |
| <input type="checkbox"/> storage | | |
| <input type="checkbox"/> handwashing station | | |
| <input type="checkbox"/> Refrigerated formula
storage & warming
facilities | | |
| <input type="checkbox"/> 24-hr staff access | | |

7.4.A11 HOUSEKEEPING ROOM

- ☐ For the exclusive use of nursery unit
☐ Directly accessible from nursery unit
☐ Storage for housekeeping equipment & supplies

☐ Service sink or floor receptor
☐ Vent. min. 10 air ch./hr (exhaust)

7.4.A12 CHARTING FACILITIES

- ☐ Provisions for physician/nurse charting & dictation
☐ Separate room
or
☐ Part of workroom

ARCHITECTURAL REQUIREMENTS**MECHANICAL/PLUMBING/
ELECTRICAL REQUIREMENTS**7.4.B FULL-TERM NURSERY

- 130.624(C) No more than 16 bassinets per nursery
 at least 24 sf of area for each infant station, exclusive
of auxiliary work areas

130.626(D) ISOLATION

- Isolation nursery **or** Designated isolation
 handwashing station bassinets within well-infant
nursery
 4'-0" clearance
between isol. bass.
& other bassinets
 handwashing station
in close proximity

Mechanical ventilation (Table 2):

- Isolation nursery
☐ check if not included in project
 min. 12 air ch./hr
 negative pressure
 all air exhausted to outdoors

7.4.C CONTINUING CARE NURSERY

- 130.601(A) (Level IB: at least 1200 births per year)
☐ check if service not included in project
 No more than 16 bassinets per nursery
 Min. 50 sf floor area per bassinet
 Min. 4'-0" clearance between & at all sides of bassinets

 1 OX, 1VAC, 1 MA per bassinet7.4.C SPECIAL CARE NURSERY

- 130.601(A) (Level II: at least 1500 births per year)
☐ check if service not included in project
 No more than 16 bassinets per nursery
 Min. 50 sf floor area per bassinet
 Min. 4'-0" clearance between & at all sides of bassinets

 1 OX, 1VAC, 1 MA per bassinet7.4.D PEDIATRIC NURSERY

- ☐ check if service not included in project
 No more than 8 bassinets per nursery
 Min. 50 sf floor area per bassinet
 Min. 4'-0" clearance between & at all sides of bassinets

 1 OX, 1VAC, 1 MA per bassinet

GENERAL STANDARDSDetails and Finishes

Inpatient corridors

- | | |
|--|--|
| <input type="checkbox"/> New/Extensive Construction
<input type="checkbox"/> min. corridor width 8'-0" (NFPA 101) | <input type="checkbox"/> Limited Renovations
<input type="checkbox"/> corridor width unchanged or increased |
|--|--|

Staff corridors

☐ min. corridor width 5'-0" (7.28.A2)

☐ Fixed & portable equipment recessed does not reduce required corridor width (7.28.A3)

☐ Work alcoves include standing space that does not interfere with corridor width

☐ check if function not included in project

Doors (7.28.A4-A8):

☐ doors to rooms used for stretchers or wheelchairs min. 2'-10" wide

☐ all doors are swing-type

☐ doors to occupiable rms do not swing into corridors

☐ Operable windows (7.28.A9-A10):

☐ check if all windows are fixed

☐ window operation prohibits escape or suicide

☐ insect screens

☐ Glazing (7.28.A11):

☐ safety glazing or no glazing under 60" AFF & within 12" of door jamb

☐ Linen & refuse chutes min. int. dim. 2'-0" (7.28.A12)

☐ check if service not included in project

☐ Thresholds & exp. joints flush with floor surface

☐ Handwashing sinks anchored to withstand 250 lbs.

Vertical clearances (7.28.A20):

☐ ceiling height min. 7'-10", except:

☐ 7'-8" in corridors, toilet rooms, storage rooms

☐ sufficient for ceiling mounted equipment

☐ min. clearance under suspended pipes/tracks:

☐ 7'-0" AFF in bed/stretcher traffic areas

☐ 6'-8" AFF in other areas

☐ Noise reduction at nurseries as per Table 7.1

Floors (7.28.B4):

☐ floors easily cleanable & wear-resistant

☐ non-slip floors in wet areas

☐ wet cleaned flooring resists detergents

Walls (7.28.B6):

☐ wall finishes are washable

☐ smooth/water-resist. finishes at plumbing fixtures
Mechanical (7.31.D)
☐ Mech. ventilation provided per Table 7.2

☐ Exhaust fans located at discharge end

☐ Fresh air intakes located at least 25 ft from exhaust outlet or other source of noxious fumes

☐ Contaminated exhaust outlets located above roof

☐ Ventilation openings at least 3" above floor

☐ Central HVAC system filters provided per Table 7.3
Plumbing (7.31.E)

Handwashing station equipment

☐ handwashing sink

☐ hot & cold water

☐ single lever or wrist blades faucet

☐ soap dispenser

☐ hand drying facilities

Sink controls (7.31.E1):

☐ wrist controls or other hands-free controls at all handwashing sinks

☐ blade handles max. 4½" long

☐ Medical gas outlets provided per 7.31.E5 & Table 7.5
Electrical (7.32)
☐ All occupied building areas shall have artificial lighting (7.32.D2)

☐ Duplex, grounded receptacles max. 50 feet in corridors, max. 25 feet from end wall (7.32.E3)

Emergency power (7.32.H)

☐ emergency power provided to all essential services complies with NFPA 99, NFPA 101 & NFPA 110

☐ emergency power source provided with fuel capacity for continuous 24-hour operation